

# STATE OF NEVADA

**BRIAN SANDOVAL**  
Governor

**RICHARD WHITLEY, MS**  
Director



**CODY PHINNEY**  
Administrator

**LEON RAVIN, MD**  
Interim Chief Medical Officer

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF PUBLIC AND BEHAVIORAL HEALTH  
BUREAU OF HEALTH CARE QUALITY AND COMPLIANCE  
Child Care Licensing Program  
3811 W Charleston Blvd #210, Las Vegas, NV 89102  
Phone: 702-486-3822 Fax: 702-486-6660  
dphh.nv.gov**

**STEP 1:** Complete Consent and Release Form. Applicant and Owner/Director must sign second page of document. Incomplete forms will not be accepted and will be returned.

**STEP 2:** Obtain the appropriate fingerprint referral from your employer where applicable.

**STEP 3:** Take your Consent and Release and Fingerprint card to your Local Law Enforcement agency:

CARSON CITY, CHURCHILL, DOUGLAS COUNTY (cost and procedures varies)			
<b>CARSON CITY SHERIFF DEPARTMENT</b> 911 E. Musser St Carson City, NV 89701 Phone: 775-887-2500 Monday-Friday: 8:30A-4:00P	<b>CHURCHILL COUNTY –FALLON FALLON POLICE DEPARTMENT</b> 55 W. Williams Ave Fallon, NV 89406 Phone: 775-423-2111 Monday-Friday: 8:00A-3:00P	<b>CHURCHILL COUNTY – FALLON FALLON SHERIFF OFFICE</b> 73 ½ N. Main St Fallon, NV 89406 Phone: 775-423-1596 <b>**please call for times**</b>	<b>DOUGLAS COUNTY – GARDNERVILLE, MINDEN, STATELINE DOUGLAS COUNTY SHERIFF OFFICE</b> 1038 Buckeye Rd Minden, NV 89423 Phone: 775-782-9933 Monday-Friday: 8:00A-4:30P
ELKO COUNTY – Carlin, Elko, Jackpot, Spring Creek, Wells, Wendover (cost and procedures varies)			
<b>ELKO SHERIFF OFFICE</b> 775 W. Silver St Elko, NV 89801 Phone: 775-738-3421 Monday-Friday: 8:30A-4:30P		<b>ELKO POLICE DEPARTMENT</b> 1401 College Ave Elko, NV 89801 Phone: 775-777-7310 Tuesday – Thursday: 10:00A-3:00P	
HUMBOLDT, LANDER, LYON COUNTY (cost and procedures varies)			
<b>HUMBOLDT COUNTY SHERIFF OFFICE - WINNEMUCCA</b> 50 W. Fifth St Winnemucca, NV 89445 Phone: 775-623-6419 Monday-Friday: 8:00A-4:30P	<b>LANDER COUNTY SHERIFF OFFICE – BATTLE MOUNTAIN</b> 2 State Route 305 Battle Mountain, NV 89820 Phone: 775-635-1100 Monday-Friday: 8:00A-5:00P	<b>LYON COUNTY SHERIFF OFFICE - FERNLEY</b> 555 E. Main St Fernley, NV 89408 Phone: 775-575-3350 Wednesday ONLY: 1:00P-5:00P	<b>LYON COUNTY SHERIFF OFFICE – DAYTON</b> 801 Overland Loop., Ste 307 Dayton, NV 89403 Phone: 775-246-6200 Thursday ONLY: 1:00P-5:00P

<b>MINERAL, NYE, PERSHING, STOREY COUNTY (cost and procedures varies)</b>			
<b>MINERAL COUNTY SHERIFF OFFICE – HAWTHORNE</b> 105 S. A St Hawthorne, NV 89415 Phone: 775-945-2434 Monday-Friday: 2:30P-4:30P	<b>NYE COUNTY SHERIFF OFFICE – TONOPAH</b> 101 Radar Rd Tonopah, NV 89049 Phone: 775-482-8101 Monday-Friday: 8:00A-5:00P	<b>PERSHING COUNTY SHERIFF OFFICE – LOVELOCK</b> 395 9 <sup>TH</sup> St Lovelock, NV 89419 Phone: 775-273-5111 Monday, Wednesday-Friday: 8:00A-12:00P & 1:00P-4:00P	<b>STOREY COUNTY SHERIFF OFFICE – VIRGINIA CITY</b> 205 S. C St Virginia City, NV 89440 Phone: 775-847-0959 Monday-Friday: 8:00A-5:00P
<b>WASHOE, WHITE PINE COUNTY (cost and procedures varies)</b>			
<b>WASHOE COUNTY SHERIFF OFFICE – RENO, SPARKS</b> 911 Parr Blvd Reno, NV 89512 Phone: 775-328-3001 Monday, Wednesday-Friday: 8:00A-4:30P		<b>WHITE PINE COUNTY SHERIFF OFFICE – ELY</b> 1785 Great Basin Blvd Ely, NV 89301 Phone: 775-289-8808 Monday-Friday: 8:00A-5:00P	

**STEP 4:** Contact Nevada Department of Public Safety at **775-684-6262** for payment and submission information. Mail the money order and the fingerprint card to:

**STATE OF NEVADA DEPARTMENT OF PUBLIC SAFETY**  
**CRIMINAL HISTORY REPOSITORY**  
333 West Nye Lane, Suite 100  
Carson City, NV 89706

**STEP 5:** Upon completion of fingerprinting a copy of the Consent and Release form and applicable work card(s) must be sent to Child Care Licensing for audit purposes.

**STATE OF NEVADA**  
**DIVISION OF PUBLIC AND BEHAVIORAL HEALTH**  
**CHILD CARE LICENSING PROGRAM**  
**ATTN: BACKGROUND INVESTIGATIONS**  
727 Fairview Dr. Ste E  
Carson City, NV 89701  
**FAX: 775-684-4464**

**STEP 6:** Once appropriate card(s) and/or reports are received, Child Care Licensing will notify the facility of the applicant's background clearance status.